

Department Series Report

4: Conservation

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
56#:							
Schedule #: 537 1#:Forests For the Future Internal Working Papers							
Internal working papers of the program, results of meetings, transferring information, etc.	Paper	10/24/1986	Years	50	No Retention	0	Destroy Current
Schedule #: 1143 12A:Planning Files (Forestry)							
These are working files of reports mandated by the Legislature regarding forest practices. File include dicennial surveys; forest health reports; import export data; extracts for NOTAR (Notification, Tracking and Reporting System.) Keep in agency life of project plus 10 years.	Paper	3/15/1995	Years	10	Years	10	Destroy Current
Schedule #: 1143 12B:Planning Files (Forestry) Final Report							
These are working files of reports mandated by the Legislature regarding forest practices. File include dicennial surveys; forest health reports; import export data; extracts for NOTAR (Notification, Tracking and Reporting System.) Keep in agency life of project plus 10 years.	Paper	3/15/1995	Years	0	No Retention	0	Archives Current
Schedule #: 1250 13#:Commissioners Correspondence (Conservation)							
Commissioners correspondence (Department of Conservation)	Paper	2/23/1993	Years	2	Years	0	Archives Current
Schedule #: 1298 14#:Historic photos and videos of the Department of Conservation activities							
Photos of state parks, Spruce Budworm, Public Lands, general fauna and flora. Videos of Snowmobile Training, Bigelow Mountain, etc. Keep in Agency until no longer needed.	MP/SP	4/15/1999	Variable - See Description	0	Years	0	Archives Current
Schedule #: 537 2#:Citizen's Forestry Council Meeting Minutes							
Materials including agenda business items and minutes for official meetings of the CFAC	Paper	10/24/1986	Years	3	No Retention	0	Archives Current
Schedule #: 537 3#:General Correspondence							
General Correspondence between program staff and the CFAC members. Plus other correspondence with the public.	Paper	10/24/1986	Years	3	Years	3	Destroy Current

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Schedule #: 537 4#:Forests For The Future Program Reference Materials							
Consists of studies, reports, articles, and so forth about the forest resources of Maine.	Paper	10/24/1986	Years 50	No Retention 0	Destroy	Current	
Schedule #: 574 5#:Legislative Committee Documents							
Documents in the nature of reports and studies from Joint Standing Committees to which the Deputy Commissioner is assigned.	Paper	1/9/1987	Years 3	No Retention 0	Archives	Current	
56R:Engineering and Realty							
Schedule #: 396 4#:DOC Real Property & Capital Improvements Records							
This Division is responsible for assembling and maintaining the needed permanent records relative to all the properties owned and managed by all Bureaus of this Department. The records also include plans, specifications, contracts, etc. relative to capital improvements at these properties. Destroy after microfilming. Note: Retain in agency 1 to 3 years then microfilm and destroy	Paper	12/20/1985	Destroy After Conversion to Another Medium 0	No Retention 0	Destroy	Current	
56P:Planning and Program Services							
Schedule #: 144 1#:Import Export and Wood Use							
Application by wood shipper to certify that his shipment is free of Gypsy Moths. If certificate approved, send with shipment to Canada.	Paper	1/30/1995	Years 5	Years 15	Destroy	Current	
Schedule #: 144 2#:Certificate Form							
Application by wood shipper to certify that his shipment is free of Gypsy Moths. If certificate approved, send with shipment to Canada. Original to shipper, copy retained.	Paper	1/30/1995	Years 5	Years 10	Destroy	Current	
Schedule #: 144 3#:Confidential Report of Annual Timber Stumpage Sales							
Form made out by timber owner showing types of Products (sawlogs, pulpwood, etc.) Species, number units cut and money received for sales.	Paper	1/30/1995	Years 5	Years 10	Destroy	Current	
Schedule #: 144 4#:Confidential Report of Timber Processed							

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Prepared by processing Mill listing products by County or origin.			Paper	1/30/1995	Years	5	Years	10	Destroy	Current
Schedule #:	574	6#:Planning & Program Services Staff Material								
Memos and internal reports of the various staff within this Bureau (Public Information Director, Maine Rivers Coordinator, Forests For The Future Program).			Paper	1/9/1987	Years	3	No Retention	0	Destroy	Current
Schedule #:	574	7#:Legislative Proposal Material								
Various legislation (budget/issues) proposed by the Department of Conservation (studies, reports, testimony)			Paper	1/9/1987	Years	5	No Retention	0	Archives	Current
Schedule #:	574	8#:Individual Commission Correspondence								
Reports, Studies Recommendations, mailings, correspondence of individual Commissions to which the Deputy Commissioner is assigned.			Paper	1/9/1987	Years	5	No Retention	0	Archives	Current
69#:Coastal Island Registry										
Schedule #:	728	9#:Coastal Island Registry Files								
Island Registration Form, Coastal Island Registry Abstract Form, Title Memo, Correspondence. New islands found are kept in agency for processing 3 months.			Paper	4/19/1989	Retention of Less than 1 Year - See Description	0	No Retention	0	Archives	Current
58#:Forestry										
Schedule #:	662	11#:Forestry Appeals Board Records								
Records of the appeals brought before the Forestry Appeals Board during the Board's existence. To include : Inter-departmental Memoranda; Application for review and related correspondence.			Paper	2/22/1988	Years	0	No Retention	0	Archives	Current
Schedule #:	1506	23#:Civilian Conservation Corps								
Documents, newspaperclippings, training manuals.			Paper	2/13/1989		0		0	Archives	Current
Schedule #:	645	8#:Air Detection Contracts								

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type	
Contracts for service, riders, amendments, flight maps, and related correspondence.	Paper	12/16/1987	Years	3	No Retention	0	Destroy	Current
58E:Forestry - Forest Health and Monitoring								
Schedule #: 296	6#:Spruce Budworm Spray Project Files							
Administrative Documents - Correspondence, Contact Items, Funding and Cost Data, Legislative Documents, Personnel, etc.; Biological Data - Spruce Budworm Collection Data, Egg Mass & Parasitism Surveys, Growth & Mortality Studies, etc.; Operational Data - Field Assessment Records, Spray & Flight Reports, Insecticide Spray Data; Daily logs, etc.	Paper	12/30/1983	Years	3	No Retention	0	Archives	Current
Schedule #: 296								7#:Spruce Budworm Spray Project Maps
Proposed Spray Areas, High Hazard Ratings Defoliation & Egg Mass Surveys, Spray Blocks, Projects Overlays, Operational Maps, Caution Areas, Pesticide Experimental Plots	Paper	12/30/1983	Years	3	No Retention	0	Archives	Current
58M:Forestry - Forest Policy and Management								
Schedule #: 1033	10#:Aerial Photos of State of Maine - Policy, Planning & Information							
These photographs are used to track any and all tree cutting that is going on in the State Of Maine. People are required by law to notify the Maine Forest Service of cutting and selling of trees. Therefore, we need to have Aerial photos to keep track of what and where in each town the cutting has occurred. Keep in agency until updated.	Paper	6/28/1993	Contingent Upon Event - See Description	0	Years	25	Destroy	Current
Schedule #: 171								5#:Christmas Tree Certificate of Registration
Application by shipper to transport trees over the numbered highways within the State. Retention counted from expiration date.	Paper	4/16/1976	Years	1	No Retention	0	Destroy	Current
Schedule #: 1033								6#:Forest Stewardship Program

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
The Forest Stewardship Assistance cost-share program is intended to stimulate the preparation of the forest stewardship plans by/for small non-industrial forest landowners emphasizing the multiple values of forest management including timber production, wildlife habitat, recreation, soil conservation and water quality. Files include: applications, acknowledgement letters, claim for payment, paid bills for management plans, forester certification form, accomplishment report, brochures, cost share information, financial information, I&E, state committee notes, state plan and related correspondence.	Paper	6/28/1993	Years 10	Years 5	Destroy	Current	
Schedule #: 1033 7#:Urban Forestry Program							
The Urban Forestry Program functions to educate cities and towns on how to plan for tree planting. Where to plant, herbicides to use, types of trees to plant etc. Files include: Small Business Administration Program records, Tree city USA records, America the Beautiful Program Records, current industry information and related correspondence.	Paper	6/28/1993	Years 10	Years 5	Destroy	Current	
Schedule #: 1033 8#:Notification Forms							
Anyone who is cutting trees in the State of Maine to sell must send in an Intent to Harvest Notification form. This is legally required by the Forest Practices Act. Files include: Notification form, maps, and confidential Report of Timber Harvest.	Paper	6/28/1993	Years 4	Years 10	Destroy	Current	
Schedule #: 1033 9#:Legal Variances (Maine Forest Service)							
Anyone cutting trees in Maine must report to the Maine Forest Service. Legal Variances are a request to cut more than 250 acres allowed by law. Files include: photos, maps and related correspondence. Keep in agency until closed.	Paper	6/28/1993	Contingent Upon Event - See Description	0	Years 25	Destroy	Current
58F:Forestry - Forest Protection							
Schedule #: 645 10#:Safety Information							
Reporting procedures for accidents involving State-owned vehicles Routing procedures for accidents; Workers Compensation procedures and forms; Chemical Hazard Communication Program Policy; Safety Violation Correction Record; Safety Standard Notices; related correspondence.	Paper	2/13/1989	Years 3	No Retention	0	Destroy	Current
Schedule #: 645 9#:Fire Prevention Activities							

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Fire potential, presurpression, prevention, detection, MFS Needs list and information flow for organized and unorganized towns and areas, and related correspondence.	Paper	2/13/1989	Years	3	No Retention	0	Destroy	Current
58P:Forestry - Policy, Planning and Information								
Schedule #: 144	3#:Confidential Report of Annual Timber Stumpage Sales							
Form made out by timber owner showing types of products (sawlogs, pulpwood, etc.) Species, number units cut and money received for sales	Paper	1/31/1995	Years	5	Years	10	Destroy	Current
Schedule #: 1353 5:Logger Licensing and Study Committee								
Permanent record of logger licensing legislation and study committees. Files include: Meeting minutes, reports and related correspondence.	Paper	1/9/2001	Years	1	Years	10	Archives	Current
Schedule #: 1353 6:Forest Sustainability Council								
Permanent records of the Forest Sustainability Council, minutes of meetings, reports and related correspondence. This committee sets the criteria, goals, and benchmarks for sustainable forest management.	Paper	1/9/2001	Years	1	Years	10	Archives	Current
62#:General Services								
Schedule #: 298	1#:Commissioner's Correspondence							
Correspondence to and from the Commissioner of Conservation regarding various aspects of Conservation, both in-state and national. Files contain information relating to all Bureaus of the Conservation Department (Parks and Recreation, Forestry, Public Lands, Geology and Land Use Regulation Commission) plus the Planning and Program Services and Administration Services Sections, and the Land and Water Resources Council.	Paper	6/20/1980	Years	2	No Retention	0	Archives	Current
Schedule #: 1087 20#:Endangered Plants Program								
These files contain minutes of technical advisory committee meetings, background information on endangered plants in Maine, grant awards and contracts for federal endangered plant species and endangered plant specirs list. Transferred from DECD 7/1/95 per Sue Baker(RO).	Paper	4/14/1994	Years	5	Years	50	Archives	Current
Schedule #: 396 4#:DOC Real Property & Capital Improvements Records								

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This Division is responsible for assembling and maintaining the needed permanent records relative to all the properties owned and managed by all Bureaus of this Department. The records also include plans, specifications, contracts, etc. relative to capital improvements at these properties. Retain in agency 100 years after property no longer exists.	Roll Microfilm	12/20/1985	Years 100	No Retention 0	Destroy	Current	
60#:Geology and Natural Areas							
Schedule #: 308 1#:Maine Mining Bureau Claims							
These records of mining claims staked on public lots. These records would now be used only for historical data.	Paper	7/19/1981	Years 10	No Retention 0	Destroy	Current	
Schedule #: 617 2#:High & Low Level Radioactive Waste Depository							
Federal, state, and local documents and correspondence pertaining to the siting and selection of an area for a radioactive waste depository in Maine. Geological research and data files of previous and ongoing field mapping and geophysical investigations of the different site locations that are being evaluated for possible selection as a depository site.	Paper	6/19/1987	Years 10	No Retention 0	Archives	Current	
Schedule #: 617 3#:Maine Mining Bureau							
These are records of mining claims staked on public lots in Maine. These records also contain maps, geological, and geophysical data from the mining areas in Maine, and are used in the evaluation of the economic mineral resources in Maine.	Paper	6/19/1987	Years 7	Years 2	Archives	Current	
Schedule #: 1434 4:Environmental Reviews							
These are review requests submitted to the Maine Natural Areas Program (MNAP) asking us to determine if there are any botanical features* that could be impacted by proposed development, within a given property boundary, or to determine if there are any botanical or zoological features** within a given property boundary for forest management planning and/or for Natural Resource Conservation Service (NRCS) farm bill planning. MNAP typically receives a request letter and a map for all of these review requests. Reviews are conducted using mapping software, ArcGIS 9.3.1, by which the location of the project or property is digitized, including attribute information (e.g., consultant/forester, project type, "hits"). This software is also used to create a list of botanical features within 4 miles of the project if relevant. Responses typically include a letter, a checklist, a list of botanical features, and if appropriate, a map. These responses are used for conservation planning in a variety of circumstances.	Paper	6/16/2011	Years 2	Years 8	Destroy	Current	

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66#:Keep Maine Scenic Committee							
Schedule #: 298 2#:Keep Maine Scenic Committee Minutes							
Minutes of Keep Maine Scenic Committee meetings	Paper	6/20/1980	Years 10	No Retention 0	Archives	Current	
Schedule #: 298 3#:Keep Maine Scenic Committee Correspondence							
Correspondence to and from the Keep Maine Scenic Committee regarding their responsibilities, particularly relating to billboard advertising and the bottle law; memorandums from secretary of committee to members; Legislative committee testimony, and various other correspondence subjects.	Paper	6/20/1980	Years 3	No Retention 0	Destroy	Current	
61#:Land Use Regulation Commission							
Schedule #: 265 1:Permits							
Consists of Certificate of Compliance, Compliance Inspection Form, Application for Building Permit, Permit to install plumbing, letter of review, and other related correspondence.	Roll Microfilm	5/10/2000	Years 20	Years 30	Destroy	Current	
Schedule #: 265 1#:Permits							
Consists of Certificate of Compliance, Compliance Inspection Form, Application for Building Permit, Permit to install plumbing, letter of review, and other related correspondence.	Paper	4/16/1976	Years 20	Years 30	Destroy	Current	
Schedule #: 786 10#:Camplot Lease Program							
Leases, deeds, campsite inspection form, picture of camp and related correspondence. Retain in agency until camplot sold or traded.	Paper	9/27/1989	Contingent Upon Event - See Description 0	No Retention 0	Archives	Current	
Schedule #: 1008 11#:Zoning Maps and Data Files							
Zoning maps of unorganized territories. Zoning maps and related documents, including: letter of transmittal; zoning map drafting check list, which identifies development zones, protection zones, management zones; zoning notes; aerial photographs and related correspondence.	Paper	2/23/1993	Contingent Upon Event - See Description 0	No Retention 0	Archives	Current	

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Schedule #: 281 2#:Land Use Guidance Maps, Negatives							
Negatives of zoned districts on unorganized townships	Still Photograph	11/8/1979	Years 0	Years 5	Destroy	Current	
Schedule #: 282 3#:Interim Zoning Maps and Hearing Records							
Public Hearing information from zoning of unorganized townships	Paper	11/8/1979	Years 0	Years 15	Archives	Current	
Schedule #: 398 4#:Public Hearing Records							
Materials submitted to the Commission during the course of public hearings held by the Commission.	Paper	12/20/1985	Years 20	No Retention 0	Archives	Current	
Schedule #: 704 5#:Enforcement Actions-LURC							
Complaint sheets, photographs and/or slides, Enforcement Actions Forms - 3 to 7 pages describing on-site observations or violations with notations to respective rules violated, other field and phone notes, completed settlement agreements, general correspondence with violators, attorneys and complainants.	Paper	2/13/1989	Years 20	Years 30	Destroy	Current	
Schedule #: 683 7#:LURC Permits							
LURC permits for development along Penobscot River.	Paper	9/24/1988	Years 2	No Retention 0	Destroy	Current	
59#:Parks and Lands							
Schedule #: 632 1#:Permit Files - Waterways							
Permit files contain annual application/renewal forms for waterway markers.	Paper	10/9/1987	Years 2	No Retention 0	Destroy	Current	
Schedule #: 1606 10#:Snowmobile Municipal Grants							

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Snowmobile Municipal Grants program - records are used to review previous years requests to compare any changes. Records include maps, grant applications, reimbursement requests, misc expense data such as receipts. Records are used by division staff of Off Road Vehicles - Snowmobile Division. These records are kept to see which cities and towns in Maine received snowmobile grants, how much money was awarded, and what the grant was for. These grants are made directly to the cities and towns and are files by the municipality's name.	Paper	6/17/2004	Years 2	0	Destroy	Current	
Schedule #: 1606 11#:Snowmobile Capital Equipment Grants							
Records are used for review of previous year's requests to compare any changes. Records include applications, requests for reimbursements, receipts. Records are used by division staff of Off Road Vehicles - Snowmobile Division. These records are kept to see what snowmobile club, city, town, or county received grants to purchase snowmobile related capital equipment. These grants are made directly to the entity that receives the grant and are filed by the entity named.	Paper	6/17/2004	Years 2	0	Destroy	Current	
Schedule #: 1607 12#:ATV Club Grants							
ATV Club Grants Program- Records are used to review previous years requests to compare any changes. Records include maps, grant applications, reimbursement request, misc expense data such as receipts. Records are used by division staff of Off Road Vehicles- All Terrain Vehicle Division. These records are kept to see what All Terrain Vehicle Clubs in Maine receive grants, how much money was allotted, and what the grant was for. These grants are made directly to the individual all terrain vehicle clubs and filed by the club's name.	Paper	6/17/2004	Years 2	0	Destroy	Current	
Schedule #: 1607 13#:ATV Municipal Grants							
ATV Club Grants Program- Records are used to review previous years requests to compare any changes. Records include maps, grant applications, reimbursement request, misc expense data such as receipts. Records are used by division staff of Off Road Vehicles- All Terrain Vehicle Division. These records are kept to see what cities and towns in Maine receive All Terrain Vehicle grants, how much money was awarded, and what the grant was for. These grants are made directly to the cities and towns are filed by the municipality's name.	Paper	6/17/2004	Years 2	0	Destroy	Current	
Schedule #: 632 2#:Correspondence Files - Waterways							

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type	
Files contain responses to inquiries regarding program/law, interdepartmental memos.	Paper	10/9/1987	Years	2	No Retention	0	Destroy	Current
Schedule #: 633 3#:Project Files - Boating Facilities Development Division								
Files contain historical data of project site, field notes, survey notes, correspondence, photos, plans, agreements, contracts, and bid forms. Retention counted from last State/Federal Grant to project.	Paper	10/9/1987	Years	10	No Retention	0	Destroy	Current
Schedule #: 633 4#:Planning Files - Boating Facilities Development Division								
Files contain historical data of potential boat launch sites such as U.S. Fish and Wildlife lake charts, inspection notes, correspondence, and telephone communication memos. Retention counted from last State/Federal Grant to project	Paper	10/9/1987	Years	10	No Retention	0	Destroy	Current
Schedule #: 633 5#:Correspondence Files - Boating Facilities Development Division								
Files contain correspondence regarding boat access facilities which is non-specific to a particular project.	Paper	10/9/1987	Years	2	No Retention	0	Destroy	Current
Schedule #: 1592 55#:Market Conduct and Fraud Reports								
Title 24-A M.R.S.A. 2186 requires all licensed insurance companies writing premium in Maine to submit an annual fraud report as described in chapter 920 of the regulations. Data provided in the reports is tabulated as used in a annual report by the Superintendent of Insurance to the Joint Standing Committee of the Legislature having jurisdiction over insurance matter as mandated in 2186 (4) (B). A typical file will include proof of faked property damage, inflated financial loss, faked/exaggerated injury, and staged accident/injury.	Hard Disk	1/9/2004	Years	10	No Retention	0	Destroy	Current
Schedule #: 683 6#:Photos of Projects\Greenville Area								
Photos of wild life, fish houses, lobster camp project (start to finish), Horse race Brook project (start to finish), campsites/lunch sites on lower W.B. as well as many others.	Still Photograph	9/24/1988	Years	10	No Retention	0	Destroy	Current
Schedule #: 683 8#:Reservations for Campsites								
Reservations for campsites on Penobscot River.	Paper	9/24/1988	Years	5	No Retention	0	Destroy	Current

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Schedule #: 1606 9#:Snowmobile Club Grants Snowmobile Club Grants program-records are used to review previous years requests to compare any changes.Records include maps, grant applications, reimbursement requests, misc expense data such as receipts. Records are used by the division staff of Off Road Vehicles-Snowmobile Division. These records are kept to what snowmobile clubs in Maine receive grants, how much money was received, and what the grant was for. These grants are made directly to the individual snowmobile clubs, and are filed by the snowmobile club's name.	Paper	6/17/2004	Years 2	0	Destroy	Current	
63#:Public Lands							
Schedule #: 354 1#:Public Lands Inventory Of Caswell, Chesuncook, Hammond, Hamlin, New Canada, New Sweden, Oxbow, St. John, Sheridan, T 7 - R 8, T 11 - R 4, T 15 - R 9, Holeb, Lt. Squaw, The Forks, Bigelow, Dallas, Coplin, Northport, Topsham, Cary, Codyville, Glenwood, Lakeville. Destroy 6/1/90. Note: Retained in Records Center since 1977 then Destroy 6/1/90	Microfiche	6/21/1985	Years 0	Contingent Upon Event - See Description	0 Destroy	Current	
Schedule #: 823 10#:Submerged Lands Program - Easement Intertidal or submerged land owned by the State which gives an easement for use, i.e. piers or pilings for restaurants, etc. Retain in agency 3 years after issuance.	Paper	5/18/1990	Years 3	Years 35	Destroy	Current	
Schedule #: 823 11#:Submerged Lands Program - Lease Intertidal or submerged land owned by the State which gives a lease for use, i.e. piers or pilings for restaurants, etc. Retain in agency 3 years after issuance.	Paper	5/18/1990	Years 3	Years 35	Destroy	Current	
Schedule #: 1052 12#:Silvacultural Management of Public Lands Files Maine must set an example when managing its forest land. Managers must do an inventory on particular parcels of land and how to best use this land called a "Prescription Review and Multiple Use Coordination". The logging report is the types and approximate monies received from selective cutting on the land of the trees. When these reports are finished they are reviewed and a Unit Management Plan is drawn up for an area. This series is for filing of current compartment exam information and recent forest stand prescription information. Files include: Prescription Review and Multiple Use Coordination Report, Logging Report, Unit Management Plan and related correspondence.	Paper	7/23/1993	Years 15	No Retention	0 Archives	Current	

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Schedule #: 1154 13#:Landbase Records Files typically consist of resource inventory data, management plans, land and resource management recommendations, aerial photography, maps and back-up information, general correspondence; all of which is used on a daily basis. Landbase records are kept on the public land in Maine. The Department of Conservation must manage these public lands - timber harvesting, recreation, transportation and protection is all part of this management.	Paper	7/21/1995	Years 20	No Retention	0	Archives	Current	
Schedule #: 1235 14#:Copies of Public Lands Deeds These are copies of plots and tracts of land owned by the State of Maine. As the State continually acquires land this series is continually being added to. This series also includes information on easements, right of way, and anything that affects the land the State owns.	Paper	10/30/1997	Retain Until Inactive	0	Years	0	Archives	Current
Schedule #: 1235 15#:Public Lots Records of public lots. Files include information on the origin of the public lots and the trades made with various landowners. Information and deeds come to the Archives when the lots are traded for other property.	Paper	10/30/1997	Contingent Upon Event - See Description	0	Years	0	Archives	Current
Schedule #: 1266 16#:Northern Forest Land Council Minutes, reports, and memos of the Northern Forest Land Council.	Paper	5/8/1998	Years	0	Years	0	Archives	Current
Schedule #: 374 2#:Quit Claim Deeds Any and all quit claim deeds, warranted deeds, and/or related deeds	Paper	10/25/1985	Years	0	No Retention	0	Archives	Current
Schedule #: 377 3A:Township Files (Formerly Timber Sales)-Old Stumpage Permits Permits are issued to sell firewood off public lands. The files are maintained by the township. Wood is continually sold to contractors that harvest the wood and pay the State for the wood.	Paper	4/24/1987	Years	10	No Retention	0	Destroy	Current
Schedule #: 377 3B:1. Township Files (Formerly Timber Sales)-For Lots Sold or Traded								

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LURC maps and timber-type maps. Cruising information to determine timber volumes, correspondence, LURC maps (Logistic Land Use Regulation maps), timber-type maps, copy of title and survey for each major lot which indicate boundary lines, field data by compartment (500-2,000 acres), stumpage permits, related documents. Retain in agency until lot is sold or traded.	Paper	4/24/1987	Contingent Upon Event - See Description	0	No Retention	0	Archives Current
Schedule #: 377 3C:2. Township Files (Formerly Timber Sales)-For Lots Sold Or Traded							
Forest Management Activity material. Cruising information to determine timber volumes, correspondence, LURC maps (Logistic Land Use Regulation maps), timber-type maps, copy of title and survey for each major lot which indicate boundary lines, field data by compartment (500-2,000 acres), stumpage permits, related document. Retain in agency until lot is sold or traded then turn over to new owner of lot.	Paper	4/24/1987	Contingent Upon Event - See Description	0	No Retention	0	See Description Current
Schedule #: 449 4#:Wildlife Project Files for BPL							
The Bureau has a biologist position which is a cooperative agreement between Inland Fisheries & Wildlife and the Bureau of Public Lands and these are the records of this position. Two drawers contain instructions on installing and where to install waterfowl nest boxes of all species, fisheries projects, fish and wildlife related meetings and statements.	Paper	5/14/1986	Years	5	Years	2	Destroy Current
Schedule #: 449 5#:Public Information Files							
The Bureau has a biologist position which is a cooperative agreement between Inland Fisheries & Wildlife and the Bureau of Public Lands and these are the records of this position. Two drawers contain public information such as attached. The material consists of correspondence answering inquiries about wildlife & birds. Attempts are being made to get wildlife on Public Lots and fish in Public Lakes & Rivers which are suitable to them.	Paper	5/14/1986	Years	5	Years	2	Destroy Current
Schedule #: 599 6A:Public Lot Management Files (Aerial Photography)							
Aerial Photography and related paperwork: Retain in agency until lot is traded.	Still Photograph	2/27/1987	Contingent Upon Event - See Description	0	No Retention	0	Archives Current
Schedule #: 599 6B:Public Lot Management Files (Surveys)							

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Surveys; retain in agency until lot is traded.	Paper	2/27/1987	Contingent Upon Event - See Description	0	No Retention	0	Archives Current
Schedule #: 599 6C:Public Lot Management Files (Field plans)							
Field Plans; retain in agency until lot is traded.	Paper	2/27/1987	Contingent Upon Event - See Description	0	No Retention	0	Archives Current
Schedule #: 599 6D:Public Lot Management Files (Project Analysis Forms)							
Project Analysis Forms	Paper	2/27/1987	Years	2	Years	2	Destroy Current
Schedule #: 377 7#:Aerial Photos							
Photographs of various compartments of the land base. 1" on the photo equals 1/4 mile on the ground. Photos are taken from 1 yr. to 10 yrs. depending on the size of the land and activity regarding it.	Still Photograph	4/24/1987	Years	20	No Retention	0	Archives Current
Schedule #: 616 8#:Land Trade Records							
Deeds, Correspondence, Legislation, Agreements not to sue	Paper	6/19/1987	Years	1	No Retention	0	Archives Current
240#:Vehicle Rental Agency							
Schedule #: 667 1#:Custody Receipts of Vehicle Rental							
Records of vehicle rental - sates, rates, mileage records	Paper	6/28/1988	Years	5	No Retention	0	Destroy Current
Schedule #: 667 2#:Vehicle Inventory & Specifications							
All pertinent information for each vehicle in the VRA fleet - invoices, date of acquisition or disposition, warranties, specifications. Retain in agency for life of vehicle.	Paper	6/28/1988	Contingent Upon Event - See Description	0	No Retention	0	Destroy Current

Department Series Report

4: Conservation

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Schedule #: 667 3#:Vehicle Leases (VRA) Lease files contain copies of leases, monthly mileage reports, and notes for all leases, old or new, in the VRA fleet. Retention begins at disposal of vehicle.	Paper	6/28/1988	Years 2	No Retention 0	Destroy	Current	
Schedule #: 667 4#:VRA Mileage, Income and Repair Reports Reports on mileage, income, and repairs asked for periodically by Administration to track usage and feasibility.	Paper	6/28/1988	Years 4	No Retention 0	Destroy	Current	
Schedule #: 457 5#:Vehicle Rental Agency Files Correspondence,general information, personnel announcements, vehicle file - 1 folder for each vehicle in agency and includes any service or correspondence dealing with individual vehicles. Vehicle logs - records use of vehicle,- mileage, gasoline, repairs. Retention is for life of vehicle.	Paper	5/14/1986	Contingent Upon Event - See Description	No Retention 0	Destroy	Current	